

## **Public Assistance Management Plan Annex DR-1661-VA**

### **I. INTRODUCTION**

This Public Assistance Grant Program Administrative Plan Annex provides disaster specific guidance for the implementation of disaster declaration DR-1661-VA. This Annex is a planning and operational document agreed upon by both the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA). This Annex is also a factor in determining the Category Z project worksheets for the Commonwealth of Virginia management cost funding. VDEM and FEMA approved the Public Assistance Grant Program Administration Plan in October 2006. This Public Assistance Grant Program Annex was prepared on October 24, 2006.

### **II. SITUATION**

The combination of severe weather and Tropical Storm Ernesto led to substantial rainfall and flooding across portions of the Commonwealth of Virginia between August 29, 2006 and September 7, 2006.

Governor Timothy M. Kaine declared a state of emergency for the Commonwealth of Virginia on August 31, 2006. He directed State Agencies to take the necessary actions to aid in the recovery from flooding, mudslides, and potential tornadoes that impacted the Commonwealth during this event. On 8 September, the Governor requested a Presidential Disaster Declaration for Individual Assistance to include nine localities: the counties of Accomack, Gloucester, Lancaster, Mathews, Middlesex and Northumberland, and the cities of Hampton, Newport News and Richmond and has requested Public Assistance for 25 localities: the counties of Accomack, Caroline, Charles City, Dinwiddie, Essex, Gloucester, Isle of Wight, James City, King William, Lancaster, Mathews, Middlesex, New Kent, Northampton, Northumberland, Richmond, Southampton, Surry, Sussex, Westmoreland and York, and the cities of Hampton, Newport News, Poquoson and Richmond. Assistance through the Hazard Mitigation Grant Program was requested statewide.

President Bush granted Governor Kaine's request for Federal Assistance and declared a Major Disaster for the Commonwealth of Virginia on 22 September due to damage resulting from Tropical Depression Ernesto that began on 29 August. The Cities of Poquoson and Richmond as well as the counties of Accomack, Caroline, Charles City, Dinwiddie, Essex, Gloucester, Isle of Wight, James City, King William, Lancaster, Mathews, Middlesex, Northampton, Northumberland, Richmond, Surry, Sussex, Westmoreland and York were designated to receive Public Assistance along with eligible State Government, Local Government and private non-profit organizations. On October 6, 2006 the City of Newport News was deemed eligible for public infrastructure assistance. On October 19, 2006 the counties of Greenville, King and Queen, and Lunenburg were deemed eligible for public infrastructure assistance.

All jurisdictions in the Commonwealth are eligible to apply for assistance under the Hazard Mitigation Grant Program. Formal denial of request for Individual Assistance was received from FEMA Headquarters on 28 September. On 29 September Governor Kaine formally appealed the denial of Individual Assistance.

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Any add-on communities declared after the Annex is signed by VDEM and FEMA will be provided as an attachment.

### **A. Initial Damage Assessment Information**

Initial damage assessment information is derived through situation reports and initial damage assessment (IDA) reports submitted by local and state government agencies to the state Emergency Operations Center (EOC). Though **Appendix 1** includes reports of private damage, this annex is only applicable to public damages. As of October 20, 2006, damages to public facilities reported through the IDA reports totaled \$54,519,945.52.

### **B. Preliminary Damage Assessment Information**

Preliminary damage assessment information is derived from the joint federal/state preliminary damage assessment (PDA) teams. Multiple regional PDA teams were deployed to the geographic areas of the state known as the Northern Neck, Middle Peninsula, Eastern Shore, Southside, Hampton Roads as well as communities centrally located around the City of Richmond. Impacted sites within 25 localities were considered. Joint PDA teams were deployed between September 7 and 9, 2006. Additional PDAs were conducted between October 10 and October 19, 2006. The FEMA dollar estimate from the joint PDAs is \$8,731,078.

A table showing PDA information for only the declared communities is included as **Appendix 2** and will be updated if additional localities are added to the declaration.

## **III. ADMINISTRATION**

This section reflects the structure and staffing necessary to operate effectively.

### **A. Federal and State JFO leadership**

Federal Coordinating Officer:	Gracia Szezech
State Coordinating Officer:	Michael Cline
Deputy Federal Coordinating Officer:	John Connolly
Deputy State Coordinating Officer:	Gordon Barwell
State Operations Chief:	Mark Slauter
Infrastructure Support Branch Chief:	Mark Beto
State Public Assistance Officer:	Nealia Dabney

### **B. Logistics and Safety**

On September 7, 2006 the SCO, DSCO and Infrastructure Branch staff transitioned from the Virginia Emergency Operations Center to the Joint Field Office (established for DR-1655-VA) at 4800 Cox Road, Glen Allen, Virginia. The Joint Field Office was established by FEMA for major emergencies or disasters where FEMA and State personnel are co-located to facilitate the team effort needed to provide effective and efficient disaster relief. It will remain open until FEMA and the State mutually agree on a closure date. In no event

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will FEMA close the Joint Field Office until at least 90% of the project worksheets (PWs) are completed and filed in NEMIS. It is estimated that this operation will continue through to the end of November. As information from kickoff meetings and project identification becomes available this date may be revised.

1. A satellite Joint Field Office will not be designated for this disaster
2. Remote Public Assistance management will not be utilized for this disaster
3. Equipment requirements:

The State Coordinating Officer, Deputy State Coordinating Officer, Public Assistance Officer, and other Public Assistance Grant Program staff will require access to computers, scanner and telecommunications resources to best facilitate management of the Public Assistance Grant Program. Computer hardware and software will be compatible with current FEMA computer systems. Equipment provided by FEMA to the State will be used for the following purposes:

- Telephone communication
  - Electronic messaging
  - Preparation of graphic communication materials for training and briefing purposes
  - Access to FEMA computer systems
  - Tracking of projects and applicant inquiries
  - Fiscal grants management
  - Generating maps and other spatial information
  - Preparation of form letters, correspondence, and reports
  - Scanning and copying of materials
4. Safety/security issues or required precautions following disaster event:
    - No such issues or precautions have come to the attention of the federal or state leadership and as such, no actions have been necessary.

### **C. Disaster Specific Staffing Needs for Public Assistance**

DR-1661-VA requires the JFO Coordination Group of FCO, SCO, Deputy FCO, Deputy SCO, Infrastructure Branch Directors, and Public Assistance Officers. This staff is supported by Public Assistance Coordinators, Project Officers, Administrative Assistants, and other identified personnel. **Appendix 3** is a list of staffing needs.

### **D. Staff Management**

The State relies on full-time, wage, reservists (comparable to FEMA DAEs), and contractors (comparable to FEMA DAEs) to fully perform all duties associated with DR-1661-VA. The use of contractors is based on pre-identified service capabilities. This includes, but is not limited to; assisting applicants with project worksheets; conducting site visits; negotiating eligible costs; placing data into data management systems such as

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NEMIS; functioning as a field PAC or project officer; providing administrative or grants management support; preparing reports and documentation materials, etc. The use of reservists is also applicable to these types of duties. **Appendix 4** is the Infrastructure Branch organization chart.

VDEM currently has a contract for Public Assistance Grant Program activities with James Lee Witt & Associates and Innovative Emergency Management. More detailed information is provided as **Appendix 5**.

### **E. Training**

VDEM has conducted a two-day training session on the PA Grant Program and the development of project worksheets for the reservists. This was an overview of the PA Grant Program to begin developing reservists to be fully functional as project officers for the State. More in-depth training is necessary to fulfill this objective. The PA Operations 2 class should be provided to state and federal staff working on DR-1661-VA. FEMA should also work with the State to provide training to local government officials as part of this disaster.

1. The State requests FEMA to provide either the PA Operations 1 or PA Operations 2 class specifically for other state and local government staff. This will require FEMA to work with EMI to acquire the necessary trainers.

### **F. Regular Time/Overtime and Holidays**

Existing State policies regarding regular time, overtime and holidays remain in effect. There is no disaster specific policy change.

### **G. Management of Travel Costs**

Existing State travel policies remain in effect. While there is no disaster specific policy change, the state travel regulations were revised October 1, 2006. Of note for purposes of DR-1661-VA is the change in lodging rates. The new lodging rates are attached as **Appendix 6**.

### **H. Financial Management**

The current threshold for large projects is \$57,500. All financial transactions by the PA Grant Program will be in accordance with the Commonwealth of Virginia Administrative Code, Commonwealth Accounting Policies and Procedures (CAPP manual).

#### **Decision Brief for Governor**

Estimate of total Public Assistance Program cost:	\$54,000,000
Estimate of total state funds sufficient for cost share of expenditures:	\$8,100,000
<b>Total estimated costs</b>	<b>\$62,100,000</b>

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**I. Coordination and Reporting**

Detailed project information will be provided to the pertinent stakeholders as individual projects are identified and project worksheets are developed. This information will be provided at a frequency sufficient to keep the JFO Coordination Group updated. The FEMA JFO Comptroller will also inform JFO Coordination Group of the status of funds allocated and obligated for PA Grant Program projects. The SPAO is prepared to provide written and/or verbal presentations to the FCO/SCO, PACs, the Governor or his staff, the Attorney General's staff, the Department of Planning and Budget, the media, legislators, and the JFO Planning Section.

All field personnel will prepare daily updates to be sent to the JFO. A weekly summary will be prepared and delivered to the State PAO and State Coordinating Officer. Weekly conference calls between the JFO and field teams will be conducted on an as needed basis.

**IV. RECOVERY PROCESS**

**A. Goals and Objectives**

The Goal of the Public Assistance Grant Program is to provide technical assistance and support to applicants ensuring that all eligible activities are identified.

Objectives for successful operation and completion of the Public Assistance Grant Program are:

1. Complete kickoff meetings by October 20, 2006.
2. Produce quality Project Worksheets for each eligible applicant.
3. Complete the scoping of at least 50% of the PWs by November 10, 2006.
4. Complete the scoping of all PWs (with the possible exception of the City of Richmond) by December 15, 2006.
5. Avoid NEMIS input of zero dollar PWs to minimize future appeals.
6. Applicants will be encouraged to provide all necessary data prior to the 60-day application allowance. This allows for a quicker disbursement of funds for eligible activities to the applicant.
7. Develop Section 406 Hazard Mitigation opportunities where applicable.

**B. Scoping Meeting**

VDEM and FEMA have completed operational parameters for this JFO. The operations will be as follows:

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The fieldwork is divided into six geographic regions: Northern Neck, Eastern Shore, Richmond City, Middle Peninsula, Lower Peninsula, and Southside. Teams are assigned to each region and consist of Federal and State representatives. JFO support staff includes; quality assurance, data entry, special functions (remote from Pennsylvania), and technical specialists. Add on localities will be addressed by existing teams as applicable.

### **C. Applicant Contact and Management**

Contact with applicants for the purposes of briefings, kick-off meetings, site visits, or exit briefings will be coordinated through either VDEM staff or its representatives in coordination with other team members. Under no circumstances should a meeting be scheduled without a state representative. Applicants have the right to refuse a meeting if they determine it is not in their best interest that all team members are not present. Both VDEM and FEMA will make a concerted effort to be consistent in the deployment of personnel to specific applicants. This will be done to maximize efficiencies in the PW process and avoid situations that will cause delays.

#### **1. Applicant Contact**

VDEM staff scheduled the initial series of applicant meetings to begin the damage assessment process associated with the development of project worksheets. Once teams were deployed, federal and state staff developed their own meeting schedules.

#### **2. Applicant Briefings**

With the possible exception of two counties, the remaining 19 declared localities will have attended an applicant's briefing by October 13, 2006. Additional meetings will be held for applicants that are unable to attend a pre-scheduled meeting or for those communities that are added to the declaration. These meetings will be attended by federal and state representatives.

#### **3. Kickoff Meetings**

The Federal and State Public Assistance Coordinators will contact applicants to schedule a kickoff meeting in his/her locality after submission of the Request for Public Assistance form. Kickoff meetings will be attended by federal, state and local representatives.

#### **4. Case Management File**

While the FEMA Public Assistance Coordinator is ultimately responsible, the State will have access and recording rights to review and post comments in each case management file to ensure that pertinent information is documented. The State deems the case management file important to establish the history of the project and the applicant's issues, concerns, and questions. It is the State's desire that the Project Officers and the Public Assistance Coordinators complete each PW case management file.

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**5. Exit Briefings**

Exit briefings will be conducted with each applicant following the completion of the scoping of all of the applicant's PWs. This briefing is integral to the Public Assistance management process within Virginia. When appropriate, the Federal Public Assistance Coordinator and the State Public Assistance Coordinator will conduct it. If applicable, field team POs will perform this function in their stead. Exit briefings will include both federal and state representatives. An exit briefing form must be completed and signed by the applicant, a federal representative and a state representative.

**D. Project Worksheet Processing**

Project worksheets will be prepared by state and federal representatives in coordination with the applicant. All three parties will sign off on complete PWs prior to submission into NEMIS. PWs and available supporting documentation will be mailed to the JFO as they are completed. Large projects will have assigned project officers, while small projects can be done by the applicant.

**E. NEMIS**

State representatives will review each project worksheet in the review queue within a reasonable time frame after input by FEMA. FEMA will notify the State as soon as a project is placed in the queue. If the State has issues with project worksheets then the state reviewer will go to the FEMA reviewer and resolve the issue. If the reviewers cannot resolve the issue, then the Public Assistance Management Team which consists of the Federal and State Public Assistance Officers and Deputy Public Assistance Officers will try to resolve the issue.

**V. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)**

The State and FEMA will use many different tools to ensure a viable QA/QC program. Evaluation and/or review of the following list as well as any other additional tools maybe utilized to ensure a comprehensive program. These tools include:

1. Kickoff Meetings and Exit Briefings
2. Project Worksheets
3. NEMIS
4. Applicant Management

**VI. SPECIAL CONSIDERATIONS**

The City of Richmond experienced damage to sewer lines and a landfill. This is likely to require bringing in a specialist. VDEM anticipates providing representative(s) with the necessary knowledge to work on these issues.

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**VII. KEY ISSUES AND RESOLUTION**

Federal, state, and local staff is commonly faced with issues relating to the application of eligibility requirements to disaster-specific situations. These issues may require coordination among the affected parties and development of disaster-specific guidance. However, issues related to timeframes, processing, special considerations, and other topics may also require resolution. When Federal and State Public Assistance Officers are unable to resolve an issue, guidance will be sought from the JFO Coordination Group. If necessary, decision requests will be made to FEMA Region 3 in Philadelphia or FEMA Headquarters in Washington, D.C.

**VIII. TRANSITION AND CLOSEOUT**

The FCO and the SCO have established November 23, 2006 for completing Public Assistance Program field operations. This date recognizes the regulatory requirements for identifying damage, the goals set for the Public Assistance Grant Program, and the Federal Coordinating Officer's decision regarding when to close the Joint Field Office.

**A. Appeals**

Appeals will meet the requirements as defined by 44 C.F.R. §206.206. The State's Public Assistance Program Manager will assist an applicant in filing for an appeal.

**VIII CONCLUSION**

This Annex should be considered a general guide in the development and implementation of Public Assistance Grant Program actions in DR-1661-VA. The Annex outlines the initiatives to move towards the goal of minimizing the risk to human life, reducing potential future damages and creating disaster resistant localities. By addressing these initiatives, the Commonwealth of Virginia and its Federal partners will be able to address the needs of communities is repairing and improving public facilities to prevent or minimize future damages.

Signed:

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Michael M. Cline  
State Coordinating Officer

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Gracia Szczech  
Federal Coordinating Officer

Date:

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**List of Appendices**

**Appendix 1 – Listing of IDA data submitted by localities and agencies.**

**Appendix 2 - Table of FEMA/VDEM PDA results.**

**Appendix 3 – Table of Disaster Specific Staffing Needs**

**Appendix 4 – Infrastructure Organizational Chart**

**Appendix 5 – Contractor Services**

**Appendix 6 – Revised Lodging Rates (effective 10/1/06) for the Commonwealth of Virginia**

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**Appendix 1 – Listing of IDA data submitted by localities and agencies.  
As of October 20, 2006**

***Initial Damage Assessment Reports:***

<b><i>Locality</i></b>	<b><i>Private</i></b>	<b><i>Public*</i></b>
Accomack	\$4,911,856**	\$781,169.96
Alexandria	\$20,000	\$20,000
Amelia County	N/A	\$29,180.39*
Appomattox County	N/A	\$8,782.98
Arlington County	N/A	\$2,000*
Bedford County	N/A	\$3,218.07
Brunswick County	N/A	\$17,427.86*
Buckingham County	N/A	\$478.68
Campbell County	N/A	\$16,119.47
Caroline County	\$9,000	\$76,200*
Charles City County	N/A	\$5,800*
Charlotte County	N/A	\$14,225.71*
Chesapeake, City of	\$20,700**	\$449,304
Chesterfield County	\$100,000	\$33,652.73*
Chincoteague, Town of	\$254,000	\$111,500
Colonial Heights, City of	\$12,000	N/A
Cumberland County	N/A	\$16,879.28*
Dinwiddie County	\$75,000	\$141,514.75*
Essex County	\$1,250,000	\$205,192.19*
Fairfax County	N/A	\$70,000*
Franklin County	N/A	\$75,000*
Goochland County	N/A	\$2,000*
Gloucester County	\$1,336,460	\$607,656*
Greensville County	N/A	\$37,904*
Halifax County	N/A	\$3,300*
Hampton, City of	\$1,763,000**	\$39,000
Hanover County	N/A	\$2,000*
Henrico County	N/A	\$10,000*
Henry County	\$30,000	N/A
Hopewell, City of	\$5,000	\$17,250
Isle of Wight County	N/A	\$280,000*
James City County	\$150,000	\$258,928*
King George County	\$1,000,000	\$189,626*
King and Queen County	N/A	\$81,804.90*
King William County	N/A	\$105,964.81*
Lancaster County	N/A	\$159,860*
Loudoun County	N/A	\$35,000*
Lunenburg County	N/A	\$39,842.16*
Mathews County	\$5,218,000	\$205,000*
Mecklenburg County	N/A	\$12,331.51*
Middlesex County	\$8,540,925	\$510,000*
New Kent County	\$552,000	\$19,500*
Newport News, City of	\$4,072,000	\$137,109.26*
Norfolk, City of	N/A	\$369,396
Northampton County	\$7,744,653	\$125,868.07*
Northumberland County	\$18,805,000	\$699,493*
Nottoway County	N/A	\$32,368.11*

**Appendix 1 – Listing of IDA data submitted by localities and agencies (cont.).**  
**As of October 3, 2006**

<b>Locality</b>	<b>Private</b>	<b>Public*</b>
Petersburg, City of	\$20,000	N/A
Pittsylvania County	N/A	\$4,724.05
Poquoson, City of	\$406,000	\$92,100
Portsmouth, City of	N/A	\$1,697,000***
Powhatan County	\$100,000	\$43,301.98*
Prince Edward	N/A	\$34,465.91
Prince George County	\$315,500	\$27,000*
Prince William County	N/A	\$40,971.95*
Richmond, City of	\$9,000,000	\$41,358,298.79
Richmond County	\$1,550,000	\$178,000*
Southampton County	N/A	\$55,100*
Spotsylvania County	N/A	\$22,000*
Stafford County	N/A	\$36,500*
Suffolk County	N/A	\$327,882.88
Surry County	\$85,000	\$159,300*
Sussex County	N/A	\$85,000*
Virginia Beach, City of	\$225,000	\$1,003,394***
Westmoreland County	N/A	\$189,200*
York County	\$517,000	\$937,000*
<b>Total</b>	<b>\$68,088,094**</b>	<b>\$52,460,007.45*/***</b>

Department of Corrections	\$23,179
Department of Emergency Management	\$1,544,000
Department of Fire Programs	\$1,443
Department of General Services	\$71,049.15
Department of Health	\$825
Dept of Mental Health, Retardation & Substance Abuse	\$38,280
State Corporation Commission- Co-Ops other	
Community & Rappahannock	\$217,516.86
Tidewater Community College	\$30,000
John Tyler Community College	\$80,712
Paul D. Camp Community College – Franklin Campus	\$12,700
Paul D. Camp Community College – Suffolk Campus	\$10,000
Thomas Nelson Community College	\$12,380
Virginia Port Authority	\$13,450.48
Virginia State Police	\$14,402.58
<b><i>Subtotal</i></b>	<b>\$2,059,938.07</b>

***\$54,519,945.52***

\*\*\*includes Public Service Authority

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**Appendix 2 - Table of FEMA/VDEM PDA results**

	Category A	Category B	Category C	Category D	Category E	Category F	Category G	TOTAL	Population	Per/Cap Loss
Jurisdiction	Debris Clearance	Emergency Protective Measures	Roads / Bridges	Water Control	Public Build. & Equip	Public Utility Systems	Park and Rec.			
<b>Accomack</b>										
	270,000	9,200	0	0	1,500	90,000	10,000	380,700		
VDOT	70,000	0	3,000	0	0	0	0	73,000		
Total	340,000	9,200	3,000	0	1,500	90,000	10,000	453,700	38305	11.84
<b>Caroline</b>										
	0	0	0	0	1,000	50,000	0	51,000		
VDOT	20,000	0	0	0	0	0	0	20,000		
Total	20,000	0	0	0	1,000	50,000	0	71,000	22121	3.21
<b>Charles City</b>										
	0	0	0	0	0	0	0	0		
VDOT	18,000	5,000	2,500	0	0	0	0	25,500		
Total	18,000	5,000	2,500	0	0	0	0	25,500	6926	3.68
<b>Dinwiddie</b>										
	20,000	0	60,000	0	0	0	0	80,000		
VDOT	0	0	0	0	0	0	0	0		
Total	20,000	0	60,000	0	0	0	0	80,000	24533	3.26
<b>Essex</b>										
	3,000	0	0	0	0	81,300	0	84,300		
VDOT	20,000	0	0	0	0	0	0	20,000		
Total	23,000	0	0	0	0	81,300	0	104,300	9989	10.44
<b>Gloucester</b>										
	120,000	25,000	0	0	5,000	0	10,000	160,000		
VDOT	50,000	0	50,500	0	0	0	0	100,500		
Total	170,000	25,000	50,500	0	5,000	0	10,000	260,500	34780	7.49
<b>Greensville</b>										
	0.00	0.00	0.00	0.00	0.00	35,611.00	0.00	35,611.00		

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VDOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total	0.00	0.00	0.00	0.00	0.00	35,611.00	0.00	35,611.00	11560	3.08
<b>Hampton City</b>										
	50,000	20,000	20,000	0	30,000	0	10,000	130,000		
VDOT	0	0	0	0	0	0	0	0		
Total	50,000	20,000	20,000	0	30,000	0	10,000	130,000	146437	0.89
<b>Isle of Wight</b>										
	0	0	0	0	0	0	0	0		
VDOT	35,000	0	95,000	0	0	0	0	130,000		
Total	35,000	0	95,000	0	0	0	0	130,000	29728	4.37
<b>James City</b>										
	60,000	10,000	0	0	6,500	42,000	0	118,500		
VDOT	85,000	0	16,000	0	0	0	0	101,000		
Total	145,000	10,000	16,000	0	6,500	42,000	0	219,500	48102	4.56
<b>King and Queen</b>										
	0.00	0.00	0.00	0.00	0.00	35,805.00	0.00	35,805.00		
VDOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total	0.00	0.00	0.00	0.00	0.00	35,805.00	0.00	35,805.00	6630	5.40
<b>King George</b>										
	0.00	0.00	0.00	0.00	0.00	3,230.00	48,000.00	51,230.00		
VDOT	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00		
Total	0.00	0.00	2,500.00	0.00	0.00	3,230.00	0.00	53,730.00	16803	3.20
<b>King William</b>										
	0	0	0	0	0	31,000	0	31,000		
VDOT	20,000	0	0	0	0	0	0	20,000		
Total	20,000	0	0	0	0	31,000	0	51,000	13146	3.88
<b>Lancaster</b>										
	0	0	0	0	0	58,000	10,000	68,000		
VDOT	100,000	5,000	5,000	0	0	0	0	110,000		
Total	100,000	5,000	5,000	0	0	58,000	10,000	178,000	11567	15.39
<b>Lunenburg</b>										
	0.00	0.00	0.00	0.00	0.00	33,842.00	0.00	33,842.00		
VDOT	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	5,000.00		
Total	0.00	0.00	5,000.00	0.00	0.00	33,842.00	0.00	38,842.00	13146	2.95

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<b>Mathews</b>										
	60,000	18,000	0	0	2,000	0	0	80,000		
VDOT	25,000	0	5,000	0	0	0	0	30,000		
Total	85,000	18,000	5,000	0	2,000	0	0	110,000	9207	11.95
<b>Middlesex</b>										
	115,000	20,000	0	0	1,000	0	0	136,000		
VDOT	40,000	0	5,000	0	0	0	0	45,000		
Total	155,000	20,000	5,000	0	1,000	0	0	181,000	9932	18.22
<b>New Kent</b>										
	0	4,600	0	0	500	0	0	5,100		
VDOT	17,500	0	0	0	0	0	0	17,500		
Total	17,500	4,600	0	0	500	0	0	22,600	13462	1.68
<b>Newport News City</b>										
	180,000.00	380,000.00	3,500.00	0.00	1,000.00	3,000.00	0.00	567,500.00		
VDOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total	180,000.00	380,000.00	3,500.00	0.00	1,000.00	3,000.00	0.00	567,500.00	180150	3.15
<b>Northampton</b>										
	12,000	5,500	0	0	2,450	80,000	10,000	109,950		
VDOT	40,000	1,000	0	0	0	0	0	41,000		
Total	52,000	6,500	0	0	2,450	80,000	10,000	150,950	13093	11.53
<b>Northumberland</b>										
	121,000	0	0	0	0	87,000	15,000	223,000		
VDOT	77,000	0	0	0	0	0	0	77,000		
Total	198,000	0	0	0	0	87,000	15,000	300,000	12259	24.47
<b>Poquoson, City of</b>										
	75,000	8,100	0	0	0	0	4,000	87,100		
VDOT	0	0	0	0	0	0	0	0		
Total	75,000	8,100	0	0	0	0	4,000	87,100	11566	7.53
<b>Richmond City</b>										
	100,000	4,000,000	20,000	0	15,000	200,000	60,000	4,395,000		
VDOT	0	0	0	0	0	0	0	0		

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Total	100,000	4,000,000	20,000	0	15,000	200,000	60,000	4,395,000	197790	22.22
<b>Richmond</b>										
	0	0	0	0	0	58,000	0	58,000		
VDOT	75,000	0	0	0	0	0	0	75,000		
Total	75,000	0	0	0	0	58,000	0	133,000	8809	15.10
<b>Southampton</b>										
	0	0	40,000	0	0	0	0	40,000		
VDOT	0	0	0	0	0	0	0	0		
Total	0	0	40,000	0	0	0	0	40,000	17482	2.29
<b>Suffolk, City</b>										
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
VDOT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63677	0.00
<b>Surry</b>										
	0	0	0	0	0	0	0	0		
VDOT	45,300	0	30,000	0	0	0	0	75,300		
Total	45,300	0	30,000	0	0	0	0	75,300	6829	11.03
<b>Sussex</b>										
	0	0	0	0	0	0	0	0		
VDOT	24,000	0	35,000	0	0	0	0	59,000		
Total	24,000	0	35,000	0	0	0	0	59,000	12504	4.72
<b>Westmoreland</b>										
	5,000	0	0	0	0	103,950	10,000	118,950		
VDOT	91,000	0	0	0	0	0	0	91,000		
Total	96,000	0	0	0	0	103,950	10,000	209,950	16718	12.56
<b>York</b>										
	150,000	10,000	0	0	1,000	136,490	195,000	492,490		
VDOT	85,000	0	2,700	0	0	0	0	87,700		
Total	235,000	10,000	2,700	0	1,000	136,490	195,000	580,190	56297	10.31
<b>TOTALS:</b>	2,278,800.00	4,521,400.00	400,700.00	0.00	66,950.00	1,129,228.00	334,000.00	8,731,078.00	7,078,515.00	1.23

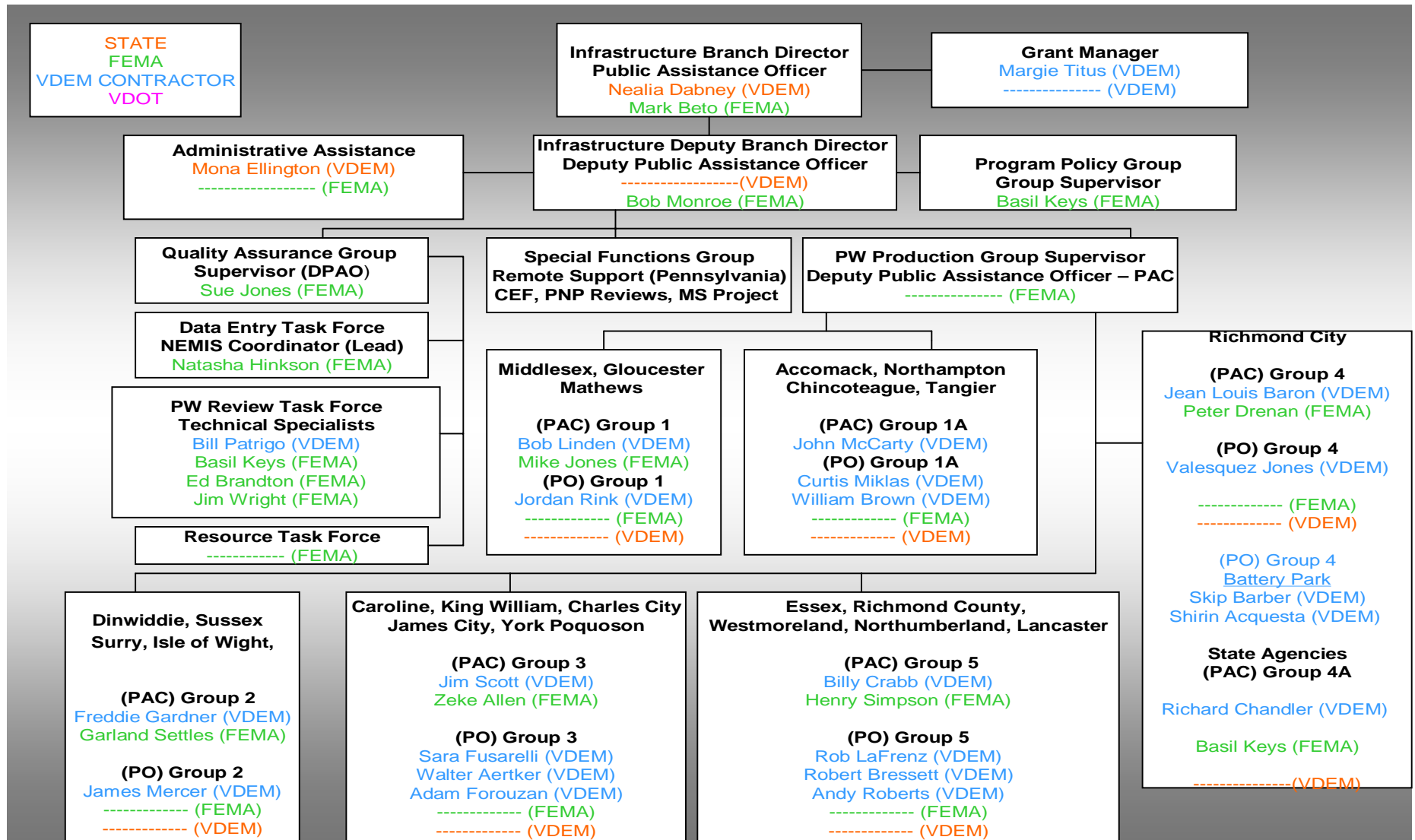
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**Appendix 3 – Table of Disaster Specific Staffing Needs**

<b>Estimated Federal/State Staffing Needs</b>								
Position	FEMA				VIRGINIA (all agencies)			Other State Agencies
	Permanent Full Time	Disaster Assistance Employee	Local	Technical Assistance Contract	Salaried (classified)	Technical Assistance Contract	Reservist / Wage	
FCO/SCO	1				1			
Deputy FCO/SCO					1			
Operations Chief					1			
Public Assistance Officer		1			1			
Deputy Public Assistance Officer		3		1				
Data Technician		2						
Resource Coordinator		1						
Reports Technician								
Administrative						1	1	
Public Assistance Coordinator (JFO & in-field)		5				6		
Project Officer		7		9		15	6	3 VDOT
Specialists								
• Insurance				1			1	
• Environmental		2				1		1-2 (VIMS or DCR for beach issues)
• Hazard Mitigation		2				1		
• Debris						1		
Debris Monitor								
<b>Totals</b>	1	23		12	4	25	8	5

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**Appendix 4 – Infrastructure Organizational Chart**



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**Appendix 5 – Contractor Services**

Work Plan for DR-1661-VA

JLWA\IEM will provide the Commonwealth of Virginia with personnel to supplement the state disaster recovery operation. The Commonwealth plans to match FEMA staff position for position, the FEMA PA plan as JLWA\IEM understands it, will be to place five or six PACs in the affected areas throughout Virginia. Each PAC will have project officers to assist with applicants on a more one on one basis. All field staff will attend kickoff meetings and any other meetings that FEMA has planned as well as provide assistance to the locals on their project development, 406 mitigation opportunities, and any special projects. JLWA\IEM will also provide 2 staff members for the review of project worksheets, to include 406 mitigation opportunities. In addition JLWA/IEM will provide staff to assist the commonwealth with interim and closeout inspections, appeals and any additional special projects as needed.

The personnel provided will be as follows:

- Project Coordinator/Senior Level State Public Assistance Coordinator
- Level I State Public Assistance Coordinators (PAC)
- Level II State Public Assistance Coordinators (reviewer/closeout)
- State Public Assistance Coordinators /Project Officers (PO)
- Debris Specialist
- Insurance Specialist
- Grant Managers

It is anticipated that the PACs and POs will be in the field for approximately 14-18 weeks, 6 days a week for 10 hours a day.

Interim and closeout inspections and appeals work will take place at the request of the Commonwealth Staff.

All JLWA\IEM field staff will provide daily written reports to the State Public Assistance Officer for her review. A weekly report summarizing all pertinent daily information and daily staff hours will be provided to the State Public Assistance Officer.

Task Order Witt 09-28-06

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**Appendix 6 – Revised Lodging Rates (Effective 10/1/06) for the Commonwealth of Virginia**

Volume No. 1—Policies & Procedures **TOPIC NO. 20335** Function No. 20000—General Accounting **TOPIC STATE TRAVEL REGULATIONS** Section No. 20300—Cash Disbursements Accounting DATE October 1, 2006 Office of the Comptroller 22 Commonwealth of Virginia **Meals and Incidental Travel Expenses (M&IE)**

**IN-STATE Lodging / M&IE Guidelines** The following table provides guidelines for Lodging, Meals, and Incidental Expenses that are allowable to the **IN-STATE** traveler for reimbursement. *For the cities of Alexandria, Fairfax, Falls Church, and the counties of Arlington and Fairfax, see the Washington, DC, listing in the Out-of-State table.* If a location is not listed, the standard rate applies.

<b>IN-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <u>Excludes</u> taxes and surcharges</b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <u>Includes</u> tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</b>
<b><i>EXCEPTIONS STANDARD</i></b>	<b><i>\$60</i></b>	<b><i>\$39</i></b>
<i>Charlottesville (City)</i>	<i>87</i>	<i>44</i>
<i>Chesapeake / Suffolk (10/1 – 3/31)</i>	<i>74</i>	<i>44</i>
<i>Chesapeake / Suffolk (4/1 – 8/31)</i>	<i>99</i>	<i>44</i>
<i>Chesapeake / Suffolk (9/1 – 9/30)</i>	<i>74</i>	<i>44</i>
<i>Chesterfield / Henrico (Chesterfield and Henrico Counties)</i>	<i>81</i>	<i>49</i>
<i>Fredericksburg (Spotsylvania)</i>	<i>63</i>	<i>49</i>
<i>Hampton / Newport News (10/1 – 3/31)</i>	<i>73</i>	<i>44</i>
<i>Hampton / Newport News (4/1 – 6/30)</i>	<i>88</i>	<i>44</i>
<i>Hampton / Newport News (7/1 – 9/30)</i>	<i>73</i>	<i>44</i>
<i>Loudoun (Loudoun County)</i>	<i>131</i>	<i>59</i>
<i>Lynchburg (Campbell County)</i>	<i>68</i>	<i>44</i>
<i>Manassas (City Limits)</i>	<i>87</i>	<i>39</i>
<i>Norfolk and Portsmouth (10/1 – 10/31)</i>	<i>94</i>	<i>59</i>
<i>Norfolk and Portsmouth (11/1 – 3/31)</i>	<i>77</i>	<i>59</i>
<i>Norfolk and Portsmouth (4/1 – 9/30)</i>	<i>94</i>	<i>59</i>
<i>Richmond (City Limits)</i>	<i>102</i>	<i>54</i>
<i>Roanoke (City Limits)</i>	<i>76</i>	<i>44</i>
<i>Stafford / Prince Williams (Stafford and Prince Williams Counties)</i>	<i>80</i>	<i>44</i>
<i>Virginia Beach (Virginia Beach) (10/1-3/31)</i>	<i>68</i>	<i>54</i>
<i>Virginia Beach (Virginia Beach) (4/1-5/31)</i>	<i>83</i>	<i>54</i>
<i>Virginia Beach (Virginia Beach) (6/1-8/31)</i>	<i>129</i>	<i>54</i>
<i>Virginia Beach (Virginia Beach) (9/1-9/30)</i>	<i>68</i>	<i>54</i>

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**OUT-OF-STATE Lodging / M&IE Guidelines (continued)**

<b>OUT-OF-STATE Location City – (Surrounding Areas)</b>	<b>Lodging Rate <i>Excludes taxes and surcharges</i></b>	<b>Meals and Incidental Expense (M&amp;IE) Rate <i>Includes tips, taxes, personal telephone calls, laundry, and transportation to where meals are taken</i></b>
<i>Queens (Queens) (7/1 – 8/31)</i>	<i>153</i>	<i>59</i>
<i>Queens (Queens) (9/1 – 9/30)</i>	<i>177</i>	<i>59</i>
<i>Orlando, FL (Orange County) (10/1-12/31)</i>	<i>89</i>	<i>49</i>
<i>Orlando, FL (Orange County) (1/1-3/31)</i>	<i>114</i>	<i>49</i>
<i>Orlando, FL (Orange County) (4/1-9/30)</i>	<i>89</i>	<i>49</i>
<i>Philadelphia, PA (Philadelphia County)</i>	<i>138</i>	<i>64</i>
<i>Phoenix/Scottsdale, AZ (Maricopa County) (10/1-12/31)</i>	<i>103</i>	<i>59</i>
<i>Phoenix/Scottsdale, AZ (Maricopa County) (1/1-3/31)</i>	<i>141</i>	<i>59</i>
<i>Phoenix/Scottsdale, AZ (Maricopa County) (4/1-5/31)</i>	<i>109</i>	<i>59</i>
<i>Phoenix/Scottsdale, AZ (Maricopa County) (6/1-8/31)</i>	<i>74</i>	<i>59</i>
<i>Phoenix/Scottsdale, AZ (Maricopa County) (9/1-9/30)</i>	<i>103</i>	<i>59</i>
<i>Pittsburgh, PA (Allegheny County)</i>	<i>100</i>	<i>54</i>
<i>San Antonio, TX (Bexar County)</i>	<i>103</i>	<i>54</i>
<i>San Diego, CA (San Diego County)</i>	<i>131</i>	<i>64</i>
<i>San Francisco, CA (San Francisco County)</i>	<i>140</i>	<i>64</i>
<i>Savannah, GA (Chatman County)</i>	<i>95</i>	<i>49</i>
<i>Seattle, WA (King County)</i>	<i>136</i>	<i>64</i>
<i>St. Louis, MO (St. Louis City and St. Louis, St. Charles Counties)</i>	<i>103</i>	<i>59</i>
<i>Washington, DC (I) (10/1-11/30)</i>	<i>195</i>	<i>64</i>
<i>Washington, DC (I) (12/1-5/31)</i>	<i>188</i>	<i>64</i>
<i>Washington, DC (I) (6/1-8/31)</i>	<i>162</i>	<i>64</i>
<i>Washington, DC (I) (9/1-9/30)</i>	<i>195</i>	<i>64</i>
<i>White Plains/Tarrytown/ New Rochelle/Yonkers, NY (Westchester County)</i>	<i>137</i>	<i>59</i>

(I) Washington, DC, includes: Virginia Cities of Alexandria, Falls Church, Fairfax; Virginia counties of Arlington, Fairfax; and, Maryland counties of Montgomery and Prince George's.